



# Haryana Government Gazette

## EXTRAORDINARY

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### HARYANA GOVERNMENT INDUSTRIES AND COMMERCE DEPARTMENT

#### Notification

The 6th November, 2023

**No. 02/11/2023-4IB-II.**— In supersession of earlier notification bearing No. 28791-ET-3-16/23473 dated 27.01.2017, the Governor of Haryana is pleased to re-constitute the Haryana Traders Welfare Board consisting of the following members, namely:-

Sr. No.	Name of the Officials/Officers	Position
1	A person not below the age of 18 years, to be nominated by the State Govt. from time to time	Chairman
2	02 persons not below the age of 18 years, to be nominated by the State Govt. from time to time	Vice- Chairman
3	Administrative Secretary to Govt. Haryana, Finance Department, Haryana	Member
4	Administrative Secretary to Govt. Haryana, Food & Supplies Department, Haryana	Member
5	Administrative Secretary to Govt. Haryana, Labour Department, Haryana	Member
6	Administrative Secretary to Govt. Haryana, Excise & Taxation Department, Haryana.	Member
7	Administrative Secretary to Govt. Haryana, Industries & Commerce Department, Haryana	Member
8	Administrative Secretary to Govt. Haryana, Power Department, Haryana	Member
9	Administrative Secretary to Govt. Haryana, Mines & Geology Department, Haryana	Member
10	Administrative Secretary to Govt. Haryana, Environment and Climate Changes Department, Haryana	Member
11	Not more than 10 non-official members to be nominated by the State Govt. from time to time.	Members
12	Secretary, HTWB (HCS Officer)	Member Secretary

#### I. Aims & Objectives of the HTWB:

The Haryana Traders Welfare Board will advise the Government for the fulfilment of the following objectives:

- To address the problems and issues of traders and to take redressal measures thereof;
- To work as a bridge between the State Government and the traders;

- iii. To initiate social security/insurance schemes for traders;
- iv. To promote investments and employments in the State;
- v. To analyze the laws and bye-laws of various departments relating to traders;
- vi. To suggest simplifications in the Acts/Rules applicable to traders;
- vii. To establish a traders Welfare Funds;
- viii. To perform other welfare activities for traders as suggested/mandated by the State Government.

## II Terms & Conditions of the Chairman, HTWB:

### (i) Tenure of Office:

The tenure of the office shall be one year from the date of assuming charge; the Government may however curtail the period of tenure at any time or extend it from time to time.

### (ii) Honorarium:

The Chairman shall be paid Rs. 75,000/- per month as Honorarium.

### (iii) Perquisites:

- a. **House Rent:** House Rent Allowance of Rs. 50,000/- per month or actual rent, whichever is less.
- b. **Telephone:** Telephone facility will be provided at the office as well as residence along with one cell phone equivalent to entitlement of Grade-I officer (with grade pay of Rs. 10,000/-) of the State Government.
- c. **Daily Allowance:** The rate of daily allowance admissible to the Chairman as per entitlement of Grade-I officers.
- d. **Medical Allowance:** The Chairman will be given medical facilities as admissible to the Government Employees.
- e. **Staff Car:** A Staff Car will be placed at the disposal of the Chairman for official use at the headquarters and also outside for official journey.

**Note:** When journey are undertaken to place outside the State and Delhi and the Staff Car is not used, travelling allowance will be payable for distance beyond the State limits/Delhi. The rate of travelling allowance, when admissible will be same as applicable to Grade-I officers (with grade pay of Rs. 10,000/-) of the State Government provided further that (what a non-official chairman is provided with Staff Car) he may perform an official duty as headquarters and outside the headquarters upto a total limit of 5000 kms. in calendar month and excess of 1000 kms. at headquarters of the total journey both at headquarters and outside headquarters exceed 5000 kms. in a calendar month, the excess journey would be treated as private journey.

Or

In case of staff car an option may be given to opt for mileage scheme @ Rs. 18 per km under outsourcing policy.

(Note: All the Standard terms & conditions for appointment of non-official as Chairmen/Advisors in public sector Undertakings/Departments/ Cooperative organizations shall be applicable to the chairman, HTWB as issued by the State Government from time to time.)

## III. Terms & conditions of the above-said non-official members:

- I. The tenure of the office of the non-official members shall be for one year. The period can be extended by the State Government, if deemed fit.
- II. The headquarters of the Board shall be at Chandigarh/Panchkula but if necessary, the Chairman can hold meeting through-out the State.
- III. The non-official members shall be entitled the rate of travelling and daily allowance, while performing journey to attend the Board's meeting as admissible to Grade-II officers of the State Government as mentioned in TA rules. The travelling allowances shall be provided from place of permanent residence.
- IV. The Expenditures on account of TA/DA etc. shall be met from the Major Head: "2851-Village and Small Industries-102-Small Scale Industries-62-Setting-up of Haryana Trader Welfare Board-04-Travel Expenses".

(Note: The above-said terms & conditions of the Chairman/President and other non-official members may be revised by the State Government from time to time.)

**IV. Powers and Functions of the Secretary-cum-Member Secretary of HTWB:**

- (i) The Secretary (HCS Officer) of Haryana Traders Welfare Board shall work as Secretary-cum-Member Secretary of the Board.
- (ii) To take appropriate action as may be necessary for execution of the policies/schemes laid-down by the State Government for the welfare of the traders.
- (iii) To manage and control of day-to-day affairs and administration of the Board as controlling authority of all employee of the Board.
- (iv) To Sign all the documents and proceedings requiring authentication by the Board.
- (v) To represent the board in business and legal transactions.
- (vi) To convene the meetings of Official members and Non-official members of the HTWB in consultation with the Chairman/ State Government.
- (vii) To act as controlling officer in respect of the TA Bills of the non-official members of the Board.  
(To perform any other powers/functions as the State Government assigns to the Secretary-cum-Member Secretary from time to time.)

**V. Posts/Staff at Head Office of the Board:**

The posts under the Administrative jurisdiction of MSME, earlier created in the O/o Additional Chief Secretary & Financial Commissioner to Govt. Haryana, Revenue & Disaster Department for Haryana Trader Welfare Board *vide* letter No. 551-Admn-13-2017/1169 dated 18.05.2017 and No. 915-Admn-13-2017/1522 dated 20.06.2017 have now been transferred to the Establishment of the Chief Secretary Office *vide* Endst. No.1527-Admn-13-2021/52 dated 07.01.2022 as under:

- I. Secretary 01
- II. Private Secretary - 01
- III. Superintendent - 01
- IV. Personal Assistant - 01
- V. Assistant - 02
- VI. Peon - 02
- VII. Data Entry Operator - 01
- VIII. Driver - 01

**VI. District Advisory Committees of the Board:**

The State Govt. has notified 22 district advisory committees for Haryana Traders Welfare Board *vide* notification dated 07.03.2022.

*(The Terms & Conditions of the Presidents/Members of the District Advisory Committee, Modus-operandi, Staff Requirement, and Expenses etc. may be decided by the State Govt.)*

**VII. Budget Head to incur the expenses:**

All the expenses shall be incurred under the Budget Head: '2851-Village and Small Industries Board-62-Setting-up of Haryana Traders Welfare Board' with the Directorate of MSME, Haryana.

**VIII. Other Provisions:**

- (i) No TA/DA or other financial re-imbursement shall be allowed to any of the members/President of the District Advisory Committee.
- (ii) The Joint Director/Deputy Director of concerned District MSME Centre shall act as 'Convenor' and shall be responsible for conducting the meetings of District Advisory Committee. No additional financial benefits shall be allowed to the Joint Director/Deputy Director of concerned District MSME Centre for these purposes.
- (iii) The office space of Joint Director/Deputy Director of concerned District MSME Centre may be used for such meetings of the District Advisory Committee.
- (iv) The staff posted at the O/o Joint Director/Deputy Director of concerned District MSME Centre may be put on disposal of various works related to HTWB.
- (v) The State Government may amend any of the above provisions and incorporate the additional provisions for the welfare of the traders in the State.

Chandigarh:  
The 2nd November, 2023.

ANAND MOHAN SHARAN,  
Additional Chief Secretary to Government Haryana,  
Industries & Commerce Department.